

*ORE (1946-50 records)*

**SECRET**

*see especially pp. 2, 4, below*

*M.P.C. mpe (6 June 57)*  
23 May 1957

MEMORANDUM FOR RECORD

SUBJECT: List of OCI Records, 1953-56,  
Thus Far Retired to CIA Records Center

REFERENCE: Historical Staff "List of Selected Historical Records of OCI,  
1953-56" (memo of 14 May 1957, SECRET)

1. Parts of 19 of the 80-some historically significant files of OCI for the period 1953-56 (as listed selectively in above-referenced memo) are now on deposit in the CIA Records Center, so I discovered in the survey made there on 23 May 1957. (The rest of the files presumably remain in OCI, except for any "temporary" files which OCI may by now have destroyed.)

2. The retired files are as follows, numbered to correspond with the "series" numbers as listed in OCI's "records control schedule" dated February 1956 (*cited above in referenced memo*):

12. OCI Support Staff (probably its Dissemination and Control Branch?), "Subject File." Retired in part in November 1956 (under "job" 57/S-195), but chronological coverage is not indicated. A shelf list is included in the stored records (copy probably also in OCI). This is a "Temporary" file, to be destroyed "after 3 years."

18. \_\_\_\_\_, "Distribution Record" (5x8 cards). About half of this file was retired (in June 1956, as job 56/S-540; and April 1957, as job 57/S-496. Although the chronological coverage was not indicated, it seems to cover the period 1951-55 (with the 1956 file probably remaining in OCI). Only sub-files "B" and "C" were retired, that is, those covering the dissemination of so-called "Russian" items (B) and "all others" (or "ALLO") items (C). These cards are scheduled to be destroyed "after 5 years."

19. \_\_\_\_\_, "Exchange Distribution" Card File (5x8 cards), for "Red Ball" documents. This file is undated, but judging from the bulk, the entire file for 1951-55 may have been retired, with the 1956 file presumably remaining in OCI custody. These cards are to be destroyed after "5 years." (These files, if borrowed, should be cited as job 56/S-540, June 1956; and 57/S-496, April 1957.)

21. \_\_\_\_\_, "Standard Distribution List" (for OCI publications), 1951-54. Less than 1 foot in bulk. Although OCI's "records control schedule" (in February 1956) spoke only of a "1954-55" file, this earlier file has now turned up in the Records Center (as job 57/S-496, April 1957). It is scheduled to be destroyed "after 5 years."

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40. Support Staff's Administrative Branch, "OCI Administrative Issuances" File. Although undated, it probably begins at 1951 and extends into the 1953-56 period. (This fact and others, inferred from the OCI schedule, can probably be verified from the packing list, on file in OCI; see "job" 57/S-252; Dec. 1956). This is a "permanent" file, that is not in danger of early destruction.

42. \_\_\_\_\_, "OCI Budget and Allotment Files." Although the date of coverage is not given, the files probably begin in 1952 (inferred from OCI schedule), and they probably extend well into the 1953-56 period. This is a temporary file, but the "4-year" destruction date (in the schedule) seems to have been amended, to read "temporary, but disposal not authorized." (If used, this file should be cited as Job 57/S-253; retired December 1956.)

44. \_\_\_\_\_, "Career Service Board File." An undated portion of this file, probably beginning in 1952 (inferred from OCI schedule) was retired in December 1956 (cited as job 57/S-252), and earmarked as "permanent" files. This file relates to OCI's own Career Service Board.

63. Special Intelligence Staff, R&A Branch, ASSES Section, "Evaluation File." About 1 linear foot. An undated portion of this file, probably beginning at 1951 (inferred from OCI schedule), was retired in September 1956 (cited as job 57/S-92). Apparently contains copies of evaluations of "information reports" made by OCI analysts. This is a temporary file, to be destroyed "after 3 years."

66. \_\_\_\_\_, "Accession Lists." About 1 linear foot. These are monthly lists issued by OCI covering its output of " ... special reports", begun (according to the OCI schedule) in "1950" (during the pre-OCI period, ONE or OSS?) An undated portion of this file, doubtless the earlier file and probably extending well into the 1953-56 period, was retired in Sept. 1956 (cited as job 57/S-93). It is earmarked for "permanent" retention.

71. \_\_\_\_\_, "Requirements Case Files." About 10 linear feet. Although undated, it probably goes back to 1952 (inferred from OCI's schedule). This is a temporary file, to be destroyed "after 5 years." (Cited as job 57/S-533; retired June 1956).

78. \_\_\_\_\_, "Telecons." About 6 linear feet. These are telecons of OCI's weekly conferences. Although the date coverage of this accession (job 56/S-534; June 1956) is not indicated, it probably covers the period 1952-55 (inferred from the OCI schedule of February 1956, which spoke of "4.5 linear feet" for that period.)

118-A. Production Staff, master set of OCI publications. About 19 linear feet (retired as job 56/S-512, June 1956). This file is undated, but probably covers period 1949-56). This is a "permanent" file. (Note: Evidently the companion file of "edited manuscripts, that is, series no. 118-B, is being destroyed at periodic intervals according to schedule; in any case there are no holdings of them, not even temporary holdings, in the Records Center. -- M.P.C.)

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including  
ORE's  
current  
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128. (actually labelled "129": error?) Production Staff, Presentation Division, "Administrative File." About 1 linear foot, undated (probably 1953-54 or later?), retired to the Records Center in Oct. 1956 (as job 57/S-166). To be destroyed "after 5 years."

129. (actually labelled "130": error?). \_\_\_\_\_, "Briefing Files." Inclusive dates not given, but files probably begin at 1953 (inferred from OCI schedule). Whether all or only some of 7 categories (or sub-files) were retired is not indicated in the transfer agreement with OCI. This file was retired in Oct. 1956 (as job 57/S-167), and is a "permanent" file.

131. \_\_\_\_\_, "Debriefing File." Inclusive dates not given; file probably begins at 1953 (inferred from OCI schedule). This chrono file (retired in Oct. 1956 as part of job 57/S-167) along with series no. 129-30, above), is a "permanent" file.

132. \_\_\_\_\_, "Briefing Log" (for DCI). This undated card file was retired in Oct. 1956 (as part of job 57/S-167). Although originally labelled as a "temporary" file, it is now changed to: "disposal not authorized."

135. \_\_\_\_\_, "Chrono File." This chrono file of the Presentation Division is undated, but it probably begins in 1951 and extends well into the 1953-56 period. It was retired in Oct. 1956 (as part of job 57/S-167), and (unlike most CIA chrono files) is to be kept as a "permanent" file.

151. \_\_\_\_\_, "OCI Handbook: Historical Set." About 2 linear feet. Date coverage not indicated, but file probably covers most of period 1953-56 (inferred from OCI schedule). Retired in 2 installments; job 56/S-513 (June 1956); and job 57/S-425 (Feb. 1957).

171. CIA Watch Office, "Daily Log," undated, but probably begins at 1951 and extends to 1955 or 1956 (inferred from OCI schedule, Feb. 1956, which speaks of 3 feet covering "1951-date"). Retired in 2 installments, totalling 3 feet: job 57/S-162 (Oct. 1956; and job 57/S-359 (Feb. 1957). Although called a "temporary" file, this caution is added: "disposal not authorized." (This should be further checked and confirmed. -- M.P.C.)

3. In addition to the above 19 files, the following other OCI files are in the Records Center, but they are not accounted for in OCI's master "schedule" of February 1956 (cited in above-referenced memo of 14 May 1957). They are mentioned here as possibly of some historical-research value for the 1953-56 history:

a. OCI Support Staff, papers relating to "CIA Regulation 120" (meaning not clear). Date coverage, subject matter, and bulk are not indicated in transfer agreement ("job" 57-186, Oct. 1956), but file is regarded as a "permanent" file.

b. \_\_\_\_\_, "T/O Files" of OCI. Date coverage not indicated, but surely pre-1956. About  $\frac{1}{2}$  linear foot in bulk. Retired in July 1956 (job 57/S-10).

4. There are still other OCI records now (as of May 1957) in the custody of the Records Center. While they are probably only of marginal research interest for the 1953-56 history, they are mentioned here as a matter of historical-reference interest to CIA:

25. OCI Support Staff, various files of communication control logs, undated. (Retire as jobs 56/S-522; 57/S-288, between June 1956 and Jan. 1957.)

48. OCI Personnel Files (excluding files on applicants), undated. (Retired as jobs 57/S-11, and 57/S-254, July - Dec. 1956.)

54. USCIB document receipt file and document-destruction lists, undated. (Retired as job 57/S-13, July 1956.)

87. Special Intelligence Clearance Case Files, inactive cases, +presumably 1946 - date (see OCI schedule). (Retired as jobs 56/S-515, 57/S-193, and 57/S-212, between June 1956 and Feb. 1957).

237 A. NEA Division, Arab States Branch, "Source Material File," undated. Retired as job 57/S-271, Dec. 1956. Accompanying the accession is a "shelf list."

5. As suggested in the summaries above, there are various indexes to the above files, notably the "shelf lists" (usually in the form of folder-by-folder listings), which accompanied each of these accessions or "jobs." These listings were not, however, examined by me during this trip, because I concluded that a special clearance would probably be necessary. Meanwhile, copies of these folder listings are available, in duplicate, in two places: (a) in the CIA Records Center; and (b) with OCI's Area Records Officer, here in Washington.

6. \_\_\_\_\_ is OCI's "Area Records Officer" (as of April 1957), and as such he handles and clears all requests on the Records Center which pertain to OCI's retired files. There are two general policies and one special policy on the use of OCI's retired records thus far retired:

a. Normal Agency-wide security procedures governing classified

also  
ORR period  
1946-50 ??  
or was  
this Advisory  
Council?  
- Mike

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b. Normal Records Center practice of clearing each "outside" (non-OCI) request with the office of origin (that is, with OCI in this case); and

c. Special clearances on some of OCI's retired files.

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Distribution: (in HS working files, 1953-56)

Orig - OCI

1 - Records Center

1 - ORE (1946-50) ✓

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